





SCINet TROUBLE REPORTING and TURN-UP ASSIST PROCEDURES

Updated: May 22, 2003

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Frame Relay
Trouble Reporting Procedures

Frame Relay Trouble Reporting Procedures

- 1. These procedures assume that you have already tested your premise equipment and determined that it is actually a circuit problem.
- 2. Collect the following information before calling the SPOC:
 - Complete circuit Identifier
 - Circuit Speed
 - Person reporting the trouble
 - Email Address
 - Address of the location having the trouble
 - On-Site contact name and phone number
 - Access hours
 - Trouble description
- 3. Please provide the following information if available:
 - DLCI or VPI/VCI
 - End to End Mapping
 - How the trouble is effecting your network
 - Router Type and Model Number
- 4. To report the problem, call the SPOC at 1-888-864-7226 or 1-803-252-4462.

IMPORTANT NOTES

- Always acquire and retain a ticket number from the SPOC on any trouble report.
- The SPOC will call back with resolution to close the ticket.
- See attached form for Escalation Procedures and Numbers.
- SPOC updates will be based on trouble priority level (see below)

Priority Levels

Priority One is the highest priority level, this classification indicates a loss, or serious impairment to service that cannot be circumvented. Examples; circuit outages, high error rates, sync losses, and loss of service affecting greater than or equal to 50% of total service. The customer should receive hourly statuses.

Priority Two indicates a non-service impairment or one that can be circumvented. Example; A location with less than 50% total service affected. The customer should receive statuses every two hours.

Priority Three "Test Assist" makes a test assist or a monitoring type request for a circuit that is not "down hard". The SPOC will perform the normal diagnostic process than if necessary open an INFO ticket with BellSouth. Testing between the BellSouth Tester and the customer will be coordinated through an SPOC analyst.

ESCALATION PROCEDURES

When the normal trouble repair process does not meet your needs, please use the following escalation procedures:

- 1- Call the NCC Manager and identify yourself and the trouble about which you are inquiring (trouble ticket number).
- 2- Explain the steps that have been taken. The manager will be able to discuss the status of your trouble report and provide you with additional information regarding completion of the repair.
- 3- At any time you are not satisfied with the progress, escalate to the next level.

ESCALATION LIST

1st Level Escalation

Richard Horton (NCC Manager)

(803) 726-4037 Cell: (803) 609-4175

2nd Level Escalation

Billy Solomon (Engineering Manager)

(803) 726-4082

Cell: (803) 609-4126

3rd Level Escalation

Teena Frazer (Government Account Manager)

(803) 726-4025

Cell: (803) 609-4108

4th Level Escalation

W.J. Jordan (Executive Vice President)

(803) 726-4001

Cell: (803) 360-7122

ATM Trouble Reporting Procedures

ATM Trouble Reporting Procedures

- 1. These procedures assume that you have already tested your premise equipment and determined that it is actually a circuit problem.
- 2. Collect the following information before calling the SPOC:
 - Complete circuit Identifier
 - Circuit Speed
 - Person reporting the trouble
 - Email Address
 - Address of the location having the trouble
 - On-Site contact name and phone number
 - Access hours
 - Trouble description
- 3. Please provide the following information if available:
 - DLCI or VPI/VCI
 - End to End Mapping
 - How the trouble is effecting your network
- 4. To report the problem, call the SPOC at 1-888-864-7226 or 1-803-252-4462.

IMPORTANT NOTES

- Always acquire and retain a ticket number from the SPOC on any trouble report.
- The SPOC will call back with resolution to close the ticket.
- See attached form for Escalation Procedures and Numbers.
- SPOC updates will be based on trouble priority level (see below)

Priority Levels

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ESCALATION PROCEDURES

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- 1. Call the NCC Manager and identify yourself and the trouble about which you are inquiring (trouble ticket number).
- 2. Explain the steps that have been taken. The manager will be able to discuss the status of your trouble report and provide you with additional information regarding completion of the repair.
- 3. At any time you are not satisfied with the progress, escalate to the next level.

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4th Level Escalation

W.J. Jordan (Executive Vice President)

(803) 726-4001

Cell: (803) 360-7122

SCNet Private Line and BellSouth Synchronet Trouble Reporting Procedures

SCNet Private Line and BellSouth Synchronet Trouble Reporting Procedures

- 1. These procedures assume that you have already tested your premise equipment and determined that it is actually a circuit problem.
- 2. Collect the following information before calling the SPOC:
 - Complete circuit Identifier
 - Circuit Speed
 - Person reporting the trouble
 - Email Address
 - Address of the location having the trouble
 - On-Site contact name and phone number
 - Access hours
 - Trouble description
- 3. To report the problem, call the SPOC at 1-888-864-7226 or 1-803-252-4462.

IMPORTANT NOTES

- Always acquire and retain a ticket number from the SPOC on any trouble report.
- The SPOC will call back with resolution to close the ticket.
- See attached form for Escalation Procedures and Numbers.
- SPOC updates will be based on trouble priority level (see below)

Priority Levels

Priority One is the highest priority level, this classification indicates a loss, or serious impairment to service that cannot be circumvented. Examples; circuit outages, high error rates, sync losses, and loss of service affecting greater than or equal to 50% of total service. The customer should receive hourly statuses.

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ESCALATION PROCEDURES

When the normal trouble repair process does not meet your needs, please use the following escalation procedures:

- 1. Call the NCC Manager and identify yourself and the trouble about which you are inquiring (trouble ticket number).
- 2. Explain the steps that have been taken. The manager will be able to discuss the status of your trouble report and provide you with additional information regarding completion of the repair.
- 3. At any time you are not satisfied with the progress, escalate to the next level.

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3rd Level Escalation

Teena Frazer (Government Account Manager) (803) 726-4025 Cell: (803) 609-4108

4th Level Escalation

W.J. Jordan (Executive Vice President) (803) 726-4001

Cell: (803) 360-7122

MegaLink Trouble Reporting Procedures

MegaLink Trouble Reporting Procedures

- 1. These procedures assume that you have already tested your premise equipment and determined that it is actually a circuit problem.
- 2. Collect the following information before calling the SPOC:
 - Complete circuit Identifier
 - Person reporting the trouble
 - Email Address
 - Address of the location having the trouble
 - On-Site contact name and phone number
 - Access hours
 - Trouble description
- 3. Please provide the following information if available:
 - End to End Mapping
 - How the trouble is effecting your network
- 4. To report the problem, call the SPOC at 1-888-864-7226 or 1-803-252-4462.

IMPORTANT NOTES

- Always acquire and retain a ticket number from the SPOC on any trouble report.
- The SPOC will call back with resolution to close the ticket.
- See attached form for Escalation Procedures and Numbers.
- SPOC updates will be based on trouble priority level (see below)

Priority Levels

Priority One is the highest priority level, this classification indicates a loss, or serious impairment to service that cannot be circumvented. Examples; circuit outages, high error rates, sync losses, and loss of service affecting greater than or equal to 50% of total service. The customer should receive hourly statuses.

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Priority Three "Test Assist" makes a test assist or a monitoring type request for a circuit that is not "down hard". The SPOC will perform the normal diagnostic process than if necessary open an INFO ticket with BellSouth. Testing between the BellSouth Tester and the customer will be coordinated through an SPOC analyst.

ESCALATION PROCEDURES

When the normal trouble repair process does not meet your needs, please use the following escalation procedures:

- 1. Call the NCC Manager and identify yourself and the trouble about which you are inquiring (trouble ticket number).
- 2. Explain the steps that have been taken. The manager will be able to discuss the status of your trouble report and provide you with additional information regarding completion of the repair.
- 3. At any time you are not satisfied with the progress, escalate to the next level.

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4th Level Escalation

W.J. Jordan (Executive Vice President) (803) 726-4001

Cell: (803) 360-7122

BellSouth Video Conferencing Trouble Reporting Procedures

BellSouth Video Conferencing Center

Customer Contact and Escalation List

Telephone Number: 1-800-777-8805 Fax: 1-800-362-9137

Normal Hours of Operation:

Monday – Friday 06:00 AM – 10:00 PM

Saturday Coverage as needed for scheduled conferences

All Other Times Coverage as needed for scheduled conferences

*NOTE: **BVCC** Managers are in the center Monday – Friday. **06:00** AM – **06:00** PM

Please use the following procedure for an initial call or to obtain a status:

- 1. Call the Video Center directly at 1-800-777-8805 and listen to the voice prompts:
 - Scheduling: Press 1
 - Trouble Reporting/Customer Support: Press 2
 - Provisioning/Implementations: Press 3
- 2. BVCC Technicians will automatically escalate issues as needed to appropriate level within BVCC, as appropriate for the matter at hand.
- 3. If, at any time, you feel that your issue is not being addressed to your satisfaction, please ask to speak to a supervisor.
- 4. After normal hours of operation, non-technical personnel answer calls to the BVCC and immediately page the Duty Manger or other BVCC manager as appropriate. The Duty Manager will return your call and assist with your issue.

BellSouth Video Conferencing Center – Managers			
- Floor Supervisor:	Larry Howell – Primary Contact:		
 Supervises technicians 	(704) 344-2599 - Office		
responsible for monitoring and maintenance.	(800) 862-0399 (17219558) - Pager Ihowell2 - Interactive Pager ID		
and maintenance.Escalation point for general	Inowenz - Interactive Fager 1D		
issues relating to open			
troubles or follow up			
issues/tests.			
- Technical Support:	Jim Shotwell – Primary Contact:		
 Responsible for "health and 	(704) 344-7489 - Office		
well being" of MCU and	(800) 862-0399 (17219551) - Pager		
related videoconference resources.	jshotwell - Interactive Pager ID		
resources.	Hank Draddy – Secondary Contact		
	(704) 344-7472 - Office		
	(800) 862-0399 (17219553) - Pager		
	hdraddy - Interactive Pager ID		
- Scheduler Management/Maintenance	Robert Lingenfelter – Primary Contact:		
 Responsible for "health and 	(704) 344-7475 - Office		
well being" of the scheduler	(800) 862-0399 (17219554) - Pager		
platform. o Provides technical support	rlingenfelter - Interactive Pager ID		
related to scheduler platform.	Steve Vance – Secondary Contact:		
 Escalation point for scheduler 			
related	(800) 862-0399 (17270058) - Pager		
issues/outages/troubles.	svance1 - Interactive Pager ID		
- Provisioning/Billing Manager:	Larry Howell – Primary Contact:		
 Manages the implementation 	(704) 344-2599 - Office		
process for all sites. Manages provisioning	(800) 862-0399 (17219558) - Pager Ihowell2 - Interactive Pager ID		
technicians.			
 Escalation point for issues 	Call BVCC Toll Free at (800) 777-8805,		
related to pending site	Option 3 for general provisioning		
installations if the assigned	questions.		
provisioning technician is not available.			

	BellSouth Video Conferencing Center – Managers (cont.)				
-	Project M	anagement/Customer Liaison	Hal Groce		
	0	Responsible for large	(704) 344-2589 - Office		
		projects	(800) 862-0399 (17219552) - Pager		
	0	Customer contact for general	hgroce2 - Interactive Pager ID		
		issues for questions/issues			
		related to service, services			
		issues and any other issues			
		related to customer support.			
	0	miliar cactomer comact for			
		issues where obvious			
		escalation point is unknown.			
	0	i iovidoo iiitoiidoo botiirooii			
		both internal and external			
		organizations and the BVCC.			
-	Center St	aff Support:	Jim Gandy		
	0	Manages process of monthly	(704) 344-7469 - Office		
		results tracking and analysis;	(800) 862-0399 (17219555) - Pager		
		includes distribution of	jgandy1 - Interactive Pager ID		
		monthly Quality Assurance			
		Report.			
	0	Provides staff support and			
		analysis to general projects			
		and center operations.			

BVCC Manager: Chris Wood

Office: (704) 344-7460

Pager: (877) 310-5979 (17094091

Interactive Pager ID: cwood5

*Paging Instructions:

- 1. Call the Message Center (800) 862-0399.
- At the initial prompt enter the manager's PIN number.
 Select option 1 and enter the phone number you want to send.
- 4. Select your choice of reply method from the next menu prompt.
 - If you selected "hold responses" in step 4, call the Message Center when you want to check for a reply.
 - To send text message to manager's pagers via e-mail, add "@imcingular.com" to the end of the manager's Interactive Pager ID. For example, hgroce2@imcingular.com.

MPEG Video Trouble Reporting Procedures

MPEG Video Trouble Reporting Procedures

- 5. These procedures assume that you have already tested your premise equipment and determined that it is actually a circuit problem.
- 6. Collect the following information before calling the SPOC:
 - Complete circuit Identifier
 - Circuit Speed
 - Person reporting the trouble
 - Email Address
 - Address of the location having the trouble
 - On-Site contact name and phone number
 - Access hours
 - Trouble description
- 7. Please provide the following information if available:
 - DLCI or VPI/VCI
 - End to End Mapping
 - How the trouble is effecting your network
- 8. To report the problem, call the SPOC at **1-888-864-7226** or **1-803-252-4462.** *****IMPORTANT NOTES*****
 - Always acquire and retain a ticket number from the SPOC on any trouble report.
 - The SPOC will call back with resolution to close the ticket.
 - See attached form for Escalation Procedures and Numbers.
 - SPOC updates will be based on trouble priority level (see below)

Priority Levels

Priority One is the highest priority level, this classification indicates a loss, or serious impairment to service that cannot be circumvented. Examples; circuit outages, high error rates, sync losses, and loss of service affecting greater than or equal to 50% of total service. The customer should receive hourly statuses.

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Priority Three "Test Assist" makes a test assist or a monitoring type request for a circuit that is not "down hard". The SPOC will perform the normal diagnostic process than if necessary open an INFO ticket with BellSouth. Testing between the BellSouth Tester and the customer will be coordinated through an SPOC analyst.

ESCALATION PROCEDURES

When the normal trouble repair process does not meet your needs, please use the following escalation procedures:

- 4- Call the NCC Manager and identify yourself and the trouble about which you are inquiring (trouble ticket number).
- 5- Explain the steps that have been taken. The manager will be able to discuss the status of your trouble report and provide you with additional information regarding completion of the repair.
- 6- At any time you are not satisfied with the progress, escalate to the next level.

ESCALATION LIST

1st Level Escalation

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(803) 726-4037

Cell: (803) 609-4175

2nd Level Escalation

Billy Solomon (Engineering Manager)

(803) 726-4082

Cell: (803) 609-4126

3rd Level Escalation

Teena Frazer (Government Account Manager)

(803) 726-4025

Cell: (803) 609-4108

4th Level Escalation

W.J. Jordan (Executive Vice President)

(803) 726-4001

Cell: (803) 360-7122

MetroNet and OIR
Provided Internet
Trouble Reporting Procedures

Division of the State Chief Information Officer Trouble Reporting and Escalation List

Point of Contact CIO Help Desk: 800-922-1367 Columbia Local: 803-896-0001

Initial Contact

TELCO —— CIO Help Desk

Office: 803-896-0001

(24 hours)

DATA (8-5 M-F) Rick Daves

Office: 803-896-0383

Pager: 803-654-3695

Roscoe Douberly Office: 803-896-0382 Pager: 803-654-0472

^{1st} Level Escalation

CIO Router Technician See On-Call List (after 5PM M-F) (Sat-Sun)

2nd Level Escalation

Charlie Zeberlein (Network Integration Manager)

Office: 803-896-0381 Pager: 803-654-3623

3rd Level Escalation

Kevin Owens (Operations Manager) Office: 803-896-0417

Pager: 803-954-3130

4th Level Escalation

Kyle Herron (Director - Network Services)

Office: 803-896-0412 Pager: 803-654-4696

MetroNet Escalation Procedures

Escalation Time Line

A. Level 1:

- 1. Person receives call and proceeds with basic troubleshooting procedures, resolves problem, closes ticket, informs agency customer.
- 2. Unable to resolve problem within 1 hour escalate to the next appropriate escalation list level, informs agency customer.

B. Level 2:

- 1. Technician reviews information provided by Level 1 personnel and completes additional troubleshooting to rectify the problem. Technician resolves problem, closes ticket and informs Level 1 personnel who in turn informs the agency customer.
- 2. When unable to solve the problem within a 4 hour time frame the technician will escalate problem to the next appropriate escalation list level, informs agency customer.

C. Level 3:

1. When the level 2 technician is unable to resolve problem through normal procedures after 12 hours: That person at this time will contact the next level individual on the appropriate escalation list, informs agency customer.

D. Level 4:

1. The supervisor will evaluate the situation at this time and take the appropriate action to resolve the issue through other technical or supervisor channels. Supervisor resolves the issue and informs the agency customer.

Division of the State Chief Information Officer Escalation Procedures

Escalation Time Line

A. Level 1:

CIO Help Desk Agent receives notification and proceeds with basic troubleshooting procedures. If resolves the problem, closes ticket and informs agency contact.

If unable to resolve problem within one (1) hour, escalates to the next designated person and informs agency contact.

B. Level 2:

Technician reviews information provided by Tier 1 Agent and completes additional troubleshooting to attempt to rectify the problem. If Technician resolves problem, closes ticket and informs Level 1 Agent who in turn informs the agency contact.

If unable to solve the problem within a four (4) hour time frame the technician will escalate problem to the next designated person and informs agency contact.

C. Level 3:

If the Tier 2 technician is unable to resolve the problem through normal procedures after twelve (12) hours; that person will then contact the next level designated person and inform agency contact.

D. Level 4:

The supervisor will evaluate the situation at this time and take the appropriate action(s) to resolve the issue through other technical or organizational channels. Supervisor resolves the issue and informs the agency contact.

Division of the State Chief Information Officer Trouble Reporting and Escalation List

Initial Contact

CIO Help Desk: (800) 922-1367 Columbia Local: (803) 896-0001 (24 Hours)

1st Level Escalation

Charlie Seastrunk (Infrastructure Planning and Homeland Security Manager)

Cell: 513-7680 Office: 898-8121 Pager: 771-1979 Home: 699-5799

Escalation List When Charlie Seastrunk is Unavailable

Barry Sanford (Cable Planning & Design)

Cell: 513-1539 Office: 898-8172 Pager: 954-6905 Home: 803-534-1581

Ralph Ayers (Cable Planning & Design)

Cell: 513-1540 Office: 898-8128 Pager: 690-7444 Home: 803-808-9722

Lowell Hopkins (Cable Planning & Design)

Cell: 513-1338 Office: 898-8177 Pager: 690-5383 Home: 803-772-1500

2nd Level Escalation

Kyle Herron (Director - Network Services) Office: 803-896-0412

Pager: 803-654-4696

3rd Level Escalation

Tom Fletcher (Deputy Director) Office: 803-896-0404 Pager: 803-561-5689

SCNet Turn-Up Assist Procedures



Frame Relay / ATM Turn-Up Assist Procedures

The SCNet Network Control Center (NCC) has implemented the following process to assist you in activating new Frame Relay and ATM service.

Please call the Network Control Center 24 hours in advance to schedule the activation of your service. This enables our center to verify:

- Circuit Design and Engineering
- Logical and Switch Port Assignments
- Virtual Circuit Translations
- End-to-End Continuity Test

When calling to schedule the activation of your service, please have the following information:

- SCNet Circuit Identifier
- Contact Name and Number

The Network Control Center will give you a ticket number. Please have this available when You call back to the work center.

Hours of Operations for Service Activation:

Monday-Friday 8:00 a.m. – 5:00 p.m. EST

Turn-Up Assist Number:

1-888-864-7226 or 1-803-252-4622

Escalation Procedures:

When the normal Turn-Up assist process does not meet your needs, please use the following escalation procedures:

- 7- Call the NCC Manager and identify yourself and the turn-up assist which you are inquiring (ticket number).
- 8- Explain the steps that have been taken. The manager will be able to discuss the status of your turn-up assist and provide you with additional information regarding completion of the activation.

At any time you are not satisfied with the progress, escalate to the next level.

ESCALATION LIST

1st Level Escalation

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BellSouth Turn-Up Assist Procedures

BELLSOUTH

Data Customer Support Center's Service Activation Procedure for South Carolina State Government

A service activation request or "turn up assist" is defined as a situation where a circuit has already been installed (ie; the due date is passed & the BellSouth order has completed) but there has never been any CPE terminated on the circuit AND/OR no data has traversed the PVC(s) associated with the circuit. Assistance regarding "true" provisioning issues (ie; circuits where the order has NOT been completed) should be referred through your normal provisioning channels.

The Data Customer Support Center (DCSC) has implemented the following process to assist you in turning up your Frame Relay, ATM, and CDS service.

Call **1-800-727-5624**. This number will take you to the Business Repair Center (BRC) to input a ticket for Turn-up Assistance. Your ticket is placed in Que for the next available Technician. All tickets are selected on First Come – First Serve basis. Response times may vary depending on workload.

Please be sure to advise the BRC representative that your request is for Turn-up Assist service on a <u>new</u> circuit. The BRC representative will give you a ticket number. Please make a note of this ticket number for future reference.

When calling to request the activation of your service, please have the following information:

- BellSouth Circuit Identifiers
- Contact name and number

I. Verification of Service

The DCSC is hoping to avoid any delays that might occur while activating your service. Therefore, your circuit is pre-tested and the following items verified before receiving a call back from the Turn-up Assist Group (TAG) technician:

- Circuit Design and Engineering.
- Logical and Port Switch Assignments.
- Virtual Circuit Translations.
- End to End Continuity Test.

II. Hours of Operation for Service Activation

• Monday-Friday 9:00 a.m. - 6:00 p.m. EST

III. Turn-up Assist Status / Escalations

- You may receive turn-up assist status on your circuit by calling 1-800-256-6923 opt #1 and then opt #1 again.
- This number may also be used for service escalations, which can be requested in 2-hour increments after Turn-up Assist ticket was inputted by the BRC.
- Please note this number is for statuses and escalations only.

Data Customer Support Center Turn-Up Assist Group (TAG) Escalation Procedures

Background: In order to maximize customer satisfaction when working with DCSC TAG Technicians the following escalation procedures are implemented in the order listed:

Level 1: DCSC Turn-up Assist Group (TAG) 1 800-256-6923

Level 2: DCSC TAG First Level Supervisor (Jerry Reed) 678-406-5516

Level 3: DCSC Provisioning Manager (Debra Bowen) 678-406-5500

The DCSC will respond in accordance with the above structure from Monday – Friday, 9 am to 6 pm. Please allow a **2** - hour increment between escalations.

Appendix A

SCNet and BellSouth Account Teams



STATE GOVERNMENT ACCOUNT TEAM

Teena F. Frazer

Government Account Manager

Office: (803) 726-4025 Mobile: (803) 609-4108

Email: teena.frazer@spirittelecom.com

Nancy Lowder

Government Account Executive

Office: (803) 726-4009 Mobile: (803) 983-9749

Email: nancy.lowder@spirittelecom.com

Lynn G. Fralick

Government Account Executive

Office: (803) 726-4028 Mobile: (803) 609-4172

Email: lynn.fralick@spirittelecom.com

Lesa R. Caldwell

Government Account Analyst

Office: (803) 726-4029

Pager: 803-612-3563 / 888-879-5267 Email: lesa.Caldwell@spirittelecom.com

Billy Solomon

Engineering Manager

Office: (803) 726-4085 Mobile: (803) 609-4126

Email: billy.Solomon@spirittelecom.com

BELLSOUTH STATE OF SOUTH CAROLINA ACCOUNT TEAM

1600 Williams Street, Ste 3600 Columbia, SC 29201 (803) 401-4488 (800) 922-5430 Fax (803) 401-4468

Dan Sisson - Area Vice President

Office Phone: 803-401-4424 Email: dan.sisson@bellsouth.com

Rich Boyle - Sales Manager Office Phone: 803-401-4421

E-mail: richard.boyle@bellsouth.com

Richie Eisenman – Account Manager

Office Phone: 803-401-4428

Email: richie.eisenman@bellsouth.com

Trish Lockaby - Network Sales Engineer

Office Phone: 803-401-4433

Email: trish.lockaby@bellsouth.com

Dean Hyatt – Solutions Seller Office Phone: 803-401-4429

Email: dean.hyatt@bellsouth.com

Elaine Hoffman – Contract Manager

Office Phone: 803-401-4453

Email: elaine.hoffman@bellsouth.com

Rex Long – Service Consultant

Office Phone: 803-401-4454 Email: rex.long@bellsouth.com

Christy Canada - Customer Service Rep

Office Phone: 803-401-1033

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